# SANSKRITHI GROUP OF INSTITUTIONS

(Affiliated to JNTUA & Approved by AICTE)

SANSKRITHI KNOWLEDGE PARK.PRASANTHIGRAM. PUTTAPARTHI.515134

## ANNUAL FACULTY SELF APPRAISAL FORM

**(Maximum API Score:300; Minimum Required API for Assistant Professors:100, For Associate Professors 150, Professors 200)**

**Part A: General Information**

**Part B: Academic Performance Indicators**

### PART A - General Information

| Name: | |
|---|---|
| Designation: | |
| School of : | |
| Department: | |
| Qualification: | |
| Area of Specialization: | |
| Date of Appointment: | **In Institution:** |
| | **In Present Post:** |

| Experience (In Years) | At Previous Institution | At Present Institution | Total |
|---|---|---|---|
| | | | |

| Last Increment Details in this College: | Date: | Amount |
|---|---|---|

### PART B: ACADEMIC PERFORMANCE INDICATORS (APIs)

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (85)**

**B. Teaching Workload (15):** *Regular Teaching Workload: Theory papers- 2Point Lab -1Point)*

| S. No. | Class & Course/Lab | Total number of lectures Allocated | Hours taken | No. Of students | Self-appraisal Score | Verified API Score (Principal) |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| Total | | | | | | |

**C. Innovative pedagogy employed in teaching (15)** *(3 points per innovation per subject)*

| S. No. | Name and description of the Innovative Pedagogy | Name of the subject | Self- appraisal Score | Verified API Score by Principal |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| Total | | | | |
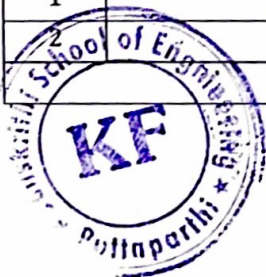
Principal

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## D. Additional Academic Activities conducted (NSS, Sports, CSR, Events, Fests, Workshops, Conferences, Symposiums) (15):

*(Events with less 50 participants – 1 Point | Events with more than 50 participants – 2 points)*

| S. No. | Event name | No. of participants | Self- appraisal Score | Verified API Score by Principal |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| Total | | | | |

## E. Additional Responsibilities (5) (Club activities/ Committee member/Training & Placements/Guest lecture), 2 points per activity conducted

| S. No. | Name | Events conducted | Date of event |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| Total | | | |

## F. Student Feedback (20): *Feedback Scales: Unsatisfactory- 1 Average- 2Good-3 Excellent-4*

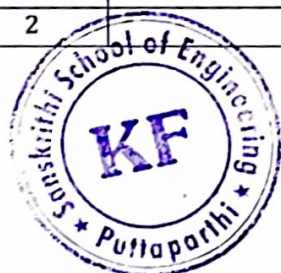| S. No. | Class & Course | Self- appraisal Score | Verified API Score |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| Average | | | |

## G. Results (15): Above 70% - 2 points | Below 70% - 1 points

| S. No. | Class & Course | Total No: of students | No: of students Pass | Results | Self- appraisal Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| Total | | | | | |

## Category II: Student Support (65)

## H. Student Mentorship (3)*(Per 20 students – 3 points, 10 students 2 point)*

| S. No. | Year/Department | No .of students |
|---|---|---|
| 1 | | |
| 2 | | |

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| | | |
|---|---|---|
| Total | | |

## I. Student Internship (10)*(How many students got internships with your contacts, 1 point per student)*

| S. No. | Name of the student | Name of the Company | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| Total | | | | |

## J. Student Internship (10)*(Students got placed after internships with your contacts, 2 point per student)*

| S. No. | Name of the student | Name of the Company | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| Total | | | | |

## K: Guidance for Student Projects (5): (*Per 20 students – 2 points*)

| S. No. | Department/ Year | Number of students | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| Total | | | | |

## L. Publication in Journal/Presentation in Conference of Student Projects (10) *(2 points per publication)*

| S. No. | Name of the student | Batch | Name of the paper | Name of the Conference/Journal | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| Total | | | | | | |

## M. Publication in Journal/Presentation in Conference of Student Projects in other Colleges/Universities (6) *(2 points per publication)*

| S. No. | Name of the student | Batch | Name of the paper | Name of the Conference/Journal | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| Total | | | | | | |

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## N: Workshops/FDPs/Conferences Attended as a Participant or Resource person (5)/Year:

(*For each day 1 Point for participant and 2 points for resource person*)

| S. No. | Workshop/FDP/Conference Name | No. of days | Self- appraisal Score | Verified API Score |
|--------|------------------------------|-------------|----------------------|--------------------|
| 1 | | | | |
| 2 | | | | |
| Total | | | | |

## O. Industrial Visits Organized  (6) (*2 points per company visit*)

| S. No. | Name of the Company | Number of students visited | Self- appraisal Score | Verified API Score |
|--------|---------------------|----------------------------|----------------------|--------------------|
| 1 | | | | |
| 2 | | | | |
| Total | | | | |

## P. Guidance for Student certifications (10)

For each course certification/student (2 Points))

| S. No. | Name of the Student | Name of the Course | Certification Platform | Self- appraisal Score | Verified API Score |
|--------|---------------------|--------------------|------------------------|----------------------|--------------------|
| 1 | | | | | |
| 2 | | | | | |
| Total | | | | | |

## CATEGORY – III: RESEARCH AND Development(35)

## Q. Papers presented in Conferences/Workshops/Seminars (10)(*International Conference-2 points, National conference/seminar/Workshop 1 point*)

| S. No. | Workshop/FDP/Conference Name | National/International | No. of days | Self- appraisal Score | Verified API Score |
|--------|------------------------------|-----------------------|-------------|----------------------|--------------------|
| 1 | | | | | |
| 2 | | | | | |
| Total | | | | | |

## R: Publications/Reviewer (10). Attach relevant documents

(International Journal/Book (5), National Journal (4), International Conference (3), National Conference (2), Article in any magazines (2),Reviewer (2))

| S. No. | Title | Type | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| | Total | | | |

## S: Funded Projects (Ongoing/Completed) (5)

(For each Project (5))

| S. No. | Title | Sanctioned Organization | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| | Total | | | |

## T. Collaborative Research Projects within SSB/Other colleges, Universities/Foreign (10) universities (*Within SSB-2 points, Other universitites-3 points, foreign universities-5 points*)

| S. No. | Title | Name of collaborator | Name of the College/University | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| | | | Total | | |

# Category IV: Professional Development (75)

## U: Memberships/Certification (5):

(For each professional membership (1 Points))

| S. No. | Organization | Self- appraisal Score | Verified API Score |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| | Total | | |

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## V. Value added courses completed/Certifications (10)

For each course certification (2 Points))

| S. No. | Name of the Course | Certification Platform | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| Total | | | | |

## W. Patents filed/Patents Granted (10)*(5 for patent filed and 10 for patent granted)*

| S. No. | Name of the Patent | Filed/Granted | Self- appraisal Score | Verified API Score |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| Total | | | | |

## X. MOU's (10)*(2 points per MOU)*

| S. No. | Name of the Company | Self- appraisal Score | Verified API Score |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| Total | | | |

## Y. Activities organized Post MOU's (10)*(2 points per Activity)*

| S. No. | Name of the Company | Self- appraisal Score | Verified API Score |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| Total | | | |

## Z. Consultancy (10)*(2 points per Consultancy)*

| S. No. | Name of the Company | Self- appraisal Score | Verified API Score |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| Total | | | |

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## Zi. Guiding PhD students (20)*(Per student (2 Points))*

| S. No. | Name of the Student | Name of the Course | Certification Platform | Self- appraisal Score | Verified API Score |
|--------|---------------------|--------------------|-----------------------|-----------------------|--------------------|
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| Total |  |  |  |  |  |

# Category V: Additional Institutional Building Activities(30)

## Zii. Your Contribution in Admissions (20) *(Academic Year 2019-20) (2 points per 1 Management seat and 1 point for counselling)*

| S. No | Name of the Course | Management | Counselling |
|-------|--------------------|------------|-------------|
|  |  |  |  |
|  |  |  |  |
| Total |  |  |  |

## Ziii. Activities conducted for Institutional Brand Building (10) *(2 points per activity)*

| S. No | Name of the Event | Description |
|-------|-------------------|-------------|
|  |  |  |
|  |  |  |
|  |  |  |

Ziv). What's your role in keeping the campus clean? (2 points)

Zv) What's your role in keeping the campus green? (2 points)

Zvi) Have you received any Memo from the Institute in this semester regarding your conduct/performance? (2 points)

Zvii) How many leaves you have availed in this semester? (2 points)

Zviii) How many LOP's (2 points)

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# SUMMARY OF API SCORES

**Score for Category I:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

| S. No. | Maximum API Score | Self-appraisal score | Verified Score | Remarks |
|--------|-------------------|---------------------|----------------|---------|
| B | 15 | | | |
| C | 15 | | | |
| D | 15 | | | |
| E | 5 | | | |
| F | 20 | | | |
| G | 15 | | | |
| TOTAL | 85 | | | |

**Score for Category II – Student Support**

| S. No. | Maximum API Score | Self-appraisal score | Verified Score | Remarks |
|--------|-------------------|---------------------|----------------|---------|
| H | 3 | | | |
| I | 10 | | | |
| J | 10 | | | |
| K | 5 | | | |
| L | 10 | | | |
| M | 6 | | | |
| N | 5 | | | |
| O | 6 | | | |
| P | 10 | | | |
| TOTAL | 65 | | | |

**Score for Category III – Research and Development**

| S. No. | Maximum API Score | Self-appraisal score | Verified Score | Remarks |
|--------|-------------------|---------------------|----------------|---------|

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| | | | | |
|---|---|---|---|---|
| Q | 10 | | | |
| R | 10 | | | |
| S | 5 | | | |
| T | 10 | | | |
| **TOTAL** | **35** | | | |

## Score for Category IV: Professional Development

| S. No. | Maximum API Score | Self-appraisal score | Verified Score | Remarks |
|---|---|---|---|---|
| U | 5 | | | |
| V | 10 | | | |
| W | 10 | | | |
| X | 10 | | | |
| Y | 10 | | | |
| Z | 10 | | | |
| Zi | 20 | | | |
| **TOTAL** | **75** | | | |

## Score for Category V: Institutional Building Activiites

| S. No. | Maximum API Score | Self-appraisal score | Verified Score | Remarks |
|---|---|---|---|---|
| Zii | 20 | | | |
| Ziii | 10 | | | |
| Ziv-Zviii | 10 | | | |
| **TOTAL** | **40** | | | |

| Category | I.TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES | II. STUDENT SUPPORT | III.RESEARCH AND DEVELOPMENT | IV. PROFESSIONAL DEVELOPMENT | V. INSTITUTIONAL BUILDING | Total |
|---|---|---|---|---|---|---|
| **Total** | 85 | 65 | 35 | 75 | 40 | 300 |
| **Self-appraisal score** | | | | | | |
| **Verified Score** | | | | | | |
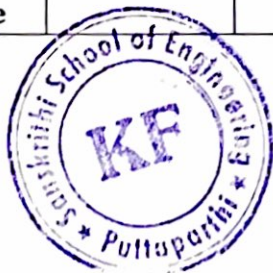
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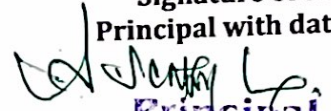PUTTAPARTHI - 515 134.
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## CATEGORY – VI: FOR HR DEPARTMENT

| Criteria | Available | Availed |
|---|---|---|
| Details of Leaves taken during the year | | |

**Signature of the Faculty**
**with designation and date**

**Signature of HOD**

Signature of the
Principal with date

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### SANSKRITHI KNOWLEDGE PARK.PRASANTHIGRAM. PUTTAPARTHI.515134

## ANNUAL NON TEACHING SELF APPRAISAL FORM
### (Maximum API Score:100)

### 1.General Information (20)

| Name: | |
|---|---|
| Designation: | |
| School of : | |
| Department: | |
| Qualification: | |
| Area of Specialization: | |
| Date of Appointment: | In Institution: |
| | In Present Post: |

| Experience (In Years) | At Previous Institution | At Present Institution | Total |
|---|---|---|---|
| | | | |

| Last Increment Details in this College: | Date: | Amount |
|---|---|---|

### II.Lab handing Workload :(20)

| S.No. | Name of the Lab | Total number of hours Allocated | No of hours taken | Self-appraisal Score | Verified API Score (Principal) |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| Total | | | | | |

### III PERFORMANCE:(20)

| S.NO | | Excellent | Good | Satisfactory | Average | Poor |
|---|---|---|---|---|---|---|
| | Maintenance of Files/Records | | | | | |
| | Accuracy & Speed of work | | | | | |
| | Neatness & tidiness of work | | | | | |
| | Completion of work on schedule | | | | | |
| | Self- appraisal Score | | | | | |

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| | Verified API Score (Principal) | |
|---|---|---|
| | | |

## IV. PERSONAL CHARACTERISTICS(20)

| S.NO | | Excellent | Good | Satisfactory | Average | Poor |
|---|---|---|---|---|---|---|
| | Attendance | | | | | |
| | Punctuality | | | | | |
| | Discipline | | | | | |
| | Integrity and behaviour | | | | | |
| | Self- appraisal Score | | | | | |
| S.NO | Verified API Score (Principal) | Excellent | Good | Satisfactory | Average | Poor |
| | Ability to engage, motivate, supervise, and effectively work in the interest of students? | | | | | |
| | Responsibility towards your tasks/ areas of management assigned to? | | | | | |
| | Self- appraisal Score | | | | | |
| | Verified API Score (Principal) | | | | | |
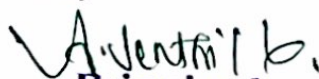
## V.STAFF/STUDENT RELATIONS (20)

## VI.Additional Responsibilities

| S. No. | Name of the additional responsibility |
|---|---|
| 1 | |
| 2 | |

VII). What's your role in keeping the campus clean? (2 points)

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VIII) What's your role in keeping the campus green? (2 points)

IX) Have you received any Memo from the Institute in this semester regarding your conduct/performance? (2 points)

X) How many leaves you have availed in this semester? (2 points)

XI) How many LOP's (2 points)

Signature of the non teaching
Staff with designation and date

Signature of HOD

Signature of the
Principal with date

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